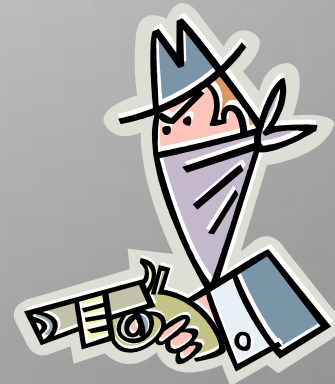


THE GOOD, BAD, AND UGLY

Workshop to Improve
Grant Writing Skills



BAD STATEMENT OF THE PROBLEM

The proposed project, TASV (**explain acronym**), is an animal therapy program for use with victims of crime. TASV will help address the revictimization and emotional distress associated with participation in the criminal justice process, especially the investigation and court process. Programs of this **tipe (spelling)** have been implemented throughout the United States, particularly with individuals who have experienced assaults and other kinds of trauma. In fact, the National District Attorney's Association, the American Humane Association, and the Delta Society, an animal therapy organization, partnered in **201 (incomplete)** to create guidelines for animal-assisted interventions within the court system. Several legal decisions are already in place to support the introduction of certified therapy animals within the courtroom setting as well as during forensic exams and other interviews with law enforcement and court personnel. (**reference missing**) .

Within the state of Kentucky there is a tremendous need for this kind of programming. **(statistics missing)** Although some cases may be counted within both the filings and dispositions, these vast numbers clearly demonstrate a need for this type of intervention within the Commonwealth.



GOOD STATEMENT OF THE PROBLEM

The proposed project, **Therapy Animals Supporting Victims (TASV)**, is an **animal therapy program for use with victims of crime**. TASV will help address the revictimization and emotional distress associated with participation in the criminal justice process, especially the investigation and court process. Programs of this **type** have been implemented throughout the United States, particularly with individuals who have experienced assaults and other kinds of trauma. In fact, the National District Attorney's Association, the American Humane Association, and the Delta Society, an animal therapy organization, partnered in **2011** to create guidelines for animal-assisted interventions within the court system. Several legal decisions are already in place to support the introduction of certified therapy animals within the courtroom setting as well as during forensic exams and other interviews with law enforcement and court personnel (**see Phillips & McQuarie, 2012**). Within the state of Kentucky there is a tremendous need for this kind of programming. **For example, during 2012 Kentucky's Administrative Office of the Courts (AOC) identified over 24,100 filed Domestic and Family cases and an additional 15,372 Domestic Violence related filings within the Commonwealth's Circuit Family Courts.**

During the same period, there were an additional 4,944 Domestic Violence cases filed in the Commonwealth's District Courts. Within the District and Circuit Courts during that 12 month period, over 33,880 dispositions occurred for offenses involving Assaults and Forcible Sex Offenses (Kentucky Administrative Office of the Courts). Although some cases may be counted within both the filings and dispositions, these vast numbers clearly demonstrate a need for this type of intervention within the Commonwealth. At this time there has been no concerted effort within the state to implement this type of a program, although the recognition of its value clearly exists at the anecdotal level and through various smaller-scale programs throughout the U.S.. TASV will address this gap by implementing a Volunteer Coordinator and oversight system to ensure that equivalent services are available within all areas of the state. Likewise, the program will also establish an Executive Director position that can facilitate the implementation of TASV's throughout Kentucky by recruiting participating sites and providing information to interested parties within law enforcement, victim services, and other domains.

The impact of these two dedicated and hard-working individuals will benefit victims throughout the Commonwealth and will help address potential legal and community pushback before it begins by ensuring a concerted response and equivalent programming within all jurisdictions. TASV believes that this structured approach will also reduce the trauma of the investigation and court process, thereby benefitting victims and the citizens of the Commonwealth.

Research evidence suggests that the use of Animal-Assisted Interventions (AAI) can have many benefits for individuals who have experienced trauma. These can include the fact that the animal serves as a source of support and emotional comfort, that he/she helps to establish rapport and promotes engagement and reduced anxiety and stress, and that the animal provides unconditional acceptance and attention to the victim (Parish-Plass, 2008; Serpell, 1996).

Similarly, the presence of an animal during stressful periods like forensic exams, interviews with law enforcement and court personnel, and courtroom testimony can help normalize the experience; and the relationship that is established between the two can help to serve as a motivating force which helps the victim to continue through the process as he/she re-lives the traumatic experience (Parish-Plass, 2008). AAls also are believed to help facilitate the healing process for victims since they help address feelings of alienation, provide gentle and appropriate physical stimulation and touch, and generally reduce anxiety and the feelings of helplessness (Parish-Plass, 2008). AAI also helps to prepare the victim for the courtroom process in some ways since the process necessarily includes the presence of a trained handler for the therapy animal, thus the victim can allay some fears around the reaction or judgment of those who might hear his/her testimony.

TASV believes that the Commonwealth of Kentucky is a climate ripe for the implementation of this novel and important program, and that the receipt of funding through the VOCA program will allow us to begin this important work in a way that is sustainable and forward thinking. Likewise, the presence of a state-wide oversight agency will allow Kentucky to serve as a model program, and one which can be evaluated more easily as a result of its systematic implementation and standardized delivery. With the current emphasis on evidence-based programming and evaluation, and the clearly demonstrated need within our state, TASV is well-placed to make a major positive impact on victims throughout the Commonwealth.



Tips For Writing Problem Statement

- **Write your problem statement for a person who knows nothing about your topic or organization. Avoid acronyms or explain.**
- **Provide a brief description of the problem. What is the cause?**
- **Prove there is a problem. Use statistics from a variety of sources, cite the sources and include citations. Use timely statistics from recently published sources.**
- **Compare your local statistics to state, national ones. This gives the reviewer a more accurate picture of your problem.**
- **If there is no recent local statistics, you may need to do a needs assessment to determine how bad the problem is in your community.**
- **Do not mention your program activities in this section of the grant but prove your problem and need.**

BAD PROGRAM OVERVIEW

The requested \$155,000 in federal funds (**spacing**) will provide salary and travel support for the Executive Director and Volunteer Coordinator of the Therapy Animals Serving Victims (TASV) program during a twelve-month period from 10/2014 to 09/2012. (**wrong years/copy paste**) This program, which is a statewide effort, provides supportive animal-assisted interventions desined (**spelling**) to reduce the trauma and revictimization of the investigation, preparation, and subsequent cort (**spelling**) process for victims.

GOOD PROGRAM OVERVIEW

The requested \$155,000 in federal funds will provide salary and travel support for the Executive Director and Volunteer Coordinator of the Therapy Animals Serving Victims (TASV) program during a twelve-month period from 10/2014 to 09/2015. This program, which is a statewide effort, provides supportive animal-assisted interventions designed to reduce the trauma and revictimization of the investigation, preparation, and subsequent court process for victims.

TIPS FOR WRITING PROGRAM OVERVIEW

- Briefly explain what your organization does.
- State your organization's mission.
- Describe the population your organization serves.
- List the project's staff positions by title and salary to be funded through the grant award.

BAD COORDINATION NARRATIVE

As a statewide effort, TASV will work in partnership with advocacy agencies throughout the Commonwealth of Kentucky to ensure that participants have access to the necessary supportive services **(no coordinating agencies listed or how you collaborate)** The expectation is that TASV will provide support and interventions among those individuals that have experienced significant trauma during their victimization and are participating in the report preparation for and eventual prosecution of these offenses

(punctuation/spacing)

GOOD COORDINATION NARRATIVE

As a statewide effort, TASV will work in partnership with advocacy agencies throughout the Commonwealth of Kentucky to ensure that participants have access to the necessary supportive services. This largely will depend upon the victim's needs and his/her type of victimization, but is likely to include various local service providers including domestic violence and sexual assault services, clinicians and medical staff, Children's Advocacy Centers, mental health practitioners, emergency and transitional housing programs, and other agencies as needed (e.g. local food banks, faith based services, etc...). As the recipient of VOCA funding, TASV will also provide all served victims with information about the Kentucky Crime Victim's Compensation funding. The expectation is that TASV will provide support and interventions among those individuals that have experienced significant trauma during their victimization and are participating in the report, preparation for, and eventual prosecution of these offenses. As such, TASV will also be significantly involved with law enforcement entities, prosecutors, and court personnel at the various locales the program serves. As an entity, TASV will only be directly responsible for the provision of animal-assisted interventions, thus extensive partnerships are necessary to ensure that the entire host of a victim's needs are being met and that the process is as supportive as possible. As partner agencies become more aware of the TASV program, the expectation is that referrals for AAI/services will also occur as a result.

TIPS FOR WRITING COORDINATION NARRATIVE

- Coordination and collaboration are vital to the success of any project.
- Describe any collaborative efforts with other agencies and individuals within the community.
- It is important that this section be more than a list. Explain how you work together in teams, task forces, etc. to accomplish a mutual goal.

BAD GOALS, OBJECTIVES AND PERFORMANCE MEASURES

- **Goal:** To reduce trauma and revictimization of victims of crime within Kentucky's criminal justice system. (goals do not start with "To", need further explanation)
- **Objective One:** To establish, within three months of receiving notification of project funding, the necessary location and staff to operate the TASV program for victims of crime within the Commonwealth of Kentucky.

Performance Measure:

- Establishment of a suitable office location following notification of project funding. (not measurable)
- Hiring of an Executive Director. (not measurable)
- Hiring of a Volunteer Coordinator within the three months following notification of funding (punctuation)

Objective Two: To recruit partner agencies (punctuation, more detail)

Performance Measure: Quantitative evaluation criteria include the following:

- Type of Contacts with potential partner agencies by category (e.g. law enforcement, courts, victim service providers, etc...) (not measurable)
- Training or other activities designed to increase awareness of the program among providers and/or recruit partner agencies (not measurable)
- Number of attendees in trainings or other activities designed to increase awareness of the program among providers and/or recruit partner agencies

Objective Three: To recruit appropriate, certified, and insured therapy animals and their handlers to provide services to victims of crime.

Performance Measure:

- Volunteer teams recruited (not measureable)
- Contacts with animal therapy certification organizations (not measureable)
- Contacts in which information is provided to potential volunteers (not measureable)
- Number and type of trainings conducted among the volunteer population
- Establishment of a tracking mechanism for volunteers measured as a dichotomous variable (yes/no)

GOOD GOALS, OBJECTIVES AND PERFORMANCE MEASURES

- **Goal:** The TASV program will reduce trauma and revictimization of victims of crime within Kentucky's criminal justice system through the provision of animal-assisted interventions by certified animal therapy teams.

Objective One: To establish, within three months of receiving notification of project funding, the necessary location and staff to operate the TASV program for victims of crime within the Commonwealth of Kentucky.

Performance Measure: Quantitative evaluation criteria include the following, and will be measured dichotomously (yes/no):

- Establishment of a suitable office location within the three months following notification of project funding
- Hiring of an Executive Director within the three months following notification of funding
- Hiring of a Volunteer Coordinator within the three months following notification of funding
- Qualitative evaluation criteria will include the documentation of a fair and equitable public employment search process as well as evidence of the selected candidate's suitability for the position (e.g. resume/employment history, educational credentials, training, etc...)

Objective Two: To recruit partner agencies which provide services to victims of crime throughout the Commonwealth of Kentucky during the 12 month project period.

Performance Measure: Quantitative evaluation criteria include the following:

- Number and type of Contacts with potential partner agencies by category (e.g. law enforcement, courts, victim service providers, etc...)
- Hours of training or other activities designed to increase awareness of the program among providers and/or recruit partner agencies (Expected Value ≥ 50)
- Number of attendees in trainings or other activities designed to increase awareness of the program among providers and/or recruit partner agencies (Expected Value ≥ 250)
- Qualitative evaluation criteria will include documentation of an effort, plan, or process to establish program locations throughout the state in which victims can access TASV services throughout the investigation, preparation, and prosecution phases. This may include an agency-wide strategic plan, designation of priority areas, or some other appropriate form

Objective Three: To recruit appropriate, certified, and insured therapy animals and their handlers to provide services to victims of crime throughout the Commonwealth of Kentucky on a volunteer basis during the project period.

Performance Measure: Quantitative evaluation criteria include the following:

- Number of volunteer teams recruited (10 teams)
- Number of contacts with animal therapy certification organizations(Expected Value ≥ 15)
- Number of contacts in which information is provided to potential volunteers (Expected Value ≥ 150)
- Number and type of trainings conducted among the volunteer population(Expected Value ≥ 15)
- Establishment of a tracking mechanism for volunteers measured as a dichotomous variable (yes/no)
- Qualitative evaluation criteria will include documentation of the therapy animal evaluation process for participating certification organizations, evidence of background checks, medical exams, vaccination histories, and fingerprinting for participating teams, and documentation of recruited teams suitability and/or experience, among others

TIPS FOR WRITING GOALS

- GOALS are broad, brief statements of intent that provide focus or vision for planning. They are non-specific, non-measurable and usually cannot be attained. They should reflect the overall mission of the project.
- Goals do not begin with the preposition “To.”

TIPS FOR WRITING OBJECTIVES

- Objectives are like stepping stones toward the accomplishment of the goal. They are realistic, detailed and measurable.
- Objectives are SMART:
 1. **S**pecific – concrete, detailed and well-defined.
 2. **M**easurable – numbers, quantity, comparison
 3. **A**chievable - feasible, actionable
 4. **R**ealistic- considering your resources
 5. **T**ime-bound- a well-defined timeline.

TIPS FOR WRITING PERFORMANCE MEASURES

- Performance Measures monitor and report accomplishments, particularly progress toward objectives.
- Ways in which the effectiveness of a project's objective will be measured:
 1. What will be measured?
 2. How will it be measured?
 3. When will it be measured?
- Well written performance measures that actually measure a well-written objective produces outcomes. In order to do this, you must start with a baseline (a number) to compare to your end result.

BAD PROJECT ACTIVITIES

The TASV program will be staffed as follows:

An Executive Director- This individual will work 37.5 hours per week and will be tasked with the day-to-day oversight of the program.

A **Volunture (spelling)** Coordinator- This individual will work 37.5 hours per week and will maintain time/activity logs of all his/her job tasks.

Volunture (spelling) Teams of Certified Therapy Animals and their Handlers.

Responsibilities of Staff/Personnel

The Executive Director will ensure that the program operates in a manner consistent with the best practices outlined by the **American (text missing)** National Association of Prosecuting Attorneys, and the Delta Society. He/She must be familiar with the case law surrounding this issue, **weather (spelling)** or not they are a member of the Bar, and will be tasked with providing support to local law enforcement, attorneys, and court systems to pre-empt challenges to the presence and use of AAI among this population. **(not very descriptive)**

The **Volunture (spelling)** Coordinator will be responsible for the creation and maintenance of a volunteer tracking and assignment system, as well as the necessary badges, forms, and other program materials, interacting with interested volunteers and information seekers, coordinating the presence of the team with local courts, law enforcement, and members of the Bar, and other duties as assigned. **(not very descriptive)**

Participating teams will be responsible for maintaining the appropriate credentials and level of training required to participate in the program, and for remaining a certified and insured therapy team through an organization which has been recognized and approved by TASV. (not very descriptive)

Discussion of Facilities

as (capitalization) a new program, TASV will identify an appropriate office space for operations once funding has been awarded (no punctuation, not very descriptive)

Anticipated Barriers

although (capitalization) barriers may exist, TASV beliefs that the implementation of a statewide program will help address these issues (no punctuation, not very descriptive)

GOOD PROJECT ACTIVITIES

The TASV program will be staffed as follows:

- An Executive Director- This individual will work 37.5 hours per week and will be tasked with the day-to-day oversight of the program.
- A **Volunteer** Coordinator- This individual will work 37.5 hours per week and will maintain time/activity logs of all his/her job tasks.
- **Volunteer** Teams of Certified Therapy Animals and their Handlers.

Responsibilities of Staff/Personnel

- The Executive Director will ensure that the program operates in a manner consistent with the best practices outlined by the American **Humane Association**, National Association of Prosecuting Attorneys, and the Delta Society. He/She must be familiar with the case law surrounding this issue, **whether** or not they are a member of the Bar, and will be tasked with providing support to local law enforcement, attorneys, and court systems to pre-empt challenges to the presence and use of AAI among this population. **As such, it is implicit that he/she will continue to seek out training and additional information on the use of AAI in this capacity throughout the United States.** The Executive Director will track outcomes and provide this information to the Grants Management Branch in an electronic format. Likewise, he/she will continue to seek out ways to better meet the needs of participants, thus may need to carry out courtroom observations and other periodic checks. The Executive Director will also be expected to provide training for police, medical facilities, Child Advocacy Centers, Prosecutors, Court Staff, and other individuals who will be involved with the program. The Executive Director will be responsible for interacting with the TASV Board of Directors, and will serve as the Chief Operations Officer for the program. They shall also be responsible for securing participating sites, providing information to interested parties, media outlets, etc.. Some travel will be involved, although the bulk of the duties will be carried out from the central TASV location. The Executive Director will maintain time and activity logs for all job tasks and will be an authorized signatory for the agency.

- The **Volunteer** Coordinator will be responsible for the creation and maintenance of a volunteer tracking and assignment system, as well as the necessary badges, forms, and other program materials, interacting with interested volunteers and information seekers, coordinating the presence of the team with local courts, law enforcement, and members of the Bar, and other duties as assigned. **Soliciting participating certified animal therapy handlers and teams to provide animal-assisted interventions throughout the state.** The Coordinator will ensure that participating teams have the appropriate certifications, insurance, and experience to provide high-quality services, and that all individuals have undergone the necessary Federal background checks, that both human and animal participants have undergone the health screenings, vaccinations, and other necessary testing, as well as one-time fingerprinting. He/She will update these as needed and will retain records and credentials for participating teams including confidentiality forms, volunteer timesheets/tracking mechanisms, and other necessary paperwork. The Volunteer Coordinator will retain information about the various cases that are currently receiving services, and will coordinate the presence of the team at all parts of the process. The expectation is that the Coordinator will maintain this information in some sort of searchable format, although its form is largely his/her preference. He/She will be responsible for conducting trainings and orientations for interested parties, and for acting as a liaison with appropriate therapy animal certification organizations. The Volunteer Coordinator will need to remain involved in the field, so will also be asked to participate in any available webinars, trainings, or other advanced learning opportunities surrounding the use of AAI.

- Participating teams will be responsible for maintaining the appropriate credentials and level of training required to participate in the program, and for remaining a certified and insured therapy team through an organization which has been recognized and approved by TASV. **Individual participants and their therapy animals will also be responsible for undergoing and providing documentation of their medical exams, vaccination history, and other requirements of the program. Teams are expected to undergo annual continuing education sessions and other trainings that will assist them in working effectively with victims, and will be responsible for arranging transportation to all activities associated with participation in the program. Both animal and human team members will need to meet the program's cleanliness and grooming standards, and must adhere to the basic principles of a trauma informed approach. Appropriate therapy animals will demonstrate appropriate and reliable behaviors in a variety of situations, and should at no time display aggression, wildness/unpredictability, or any other undesirable behavior (e.g. inappropriate soiling or vocalizations, jumping, etc...). Handlers will be responsible for maintaining all scheduled appointments, remaining calm and in control of their animal at all times, and keeping participant's identities and disclosures completely confidential. They should also be aware that participating in this program may require them to serve as a subpoenaed witness in the future.**

Discussion of Facilities

- As a new program, TASV will identify an appropriate office space for operations once funding has been awarded. **Although travel will be required by both the Volunteer Coordinator and Executive Director, they will primarily work out of the established TASV location, which will be of sufficient size to accommodate both staff. As a program that serves the entire Commonwealth of Kentucky TASV's primary location will likely be within the central portion of the state to allow us to most easily reach participants. The requested travel funding will help to ensure that staff are easily able to coordinate services, recruit participants, and conduct trainings, and both staff will also be provided with cellular telephones and portable computers to facilitate the completion of job tasks during times away from the office.**

Once an office location has been selected, TASV will be responsible to outfit it with the necessary office equipment, telephones, computers, and furnishings to carry out planned programming. Because of the confidential nature of the work, TASV will establish a secure network for organizational documents, and will provide staff with individual log-ins and password protection. Likewise, TASV plans to establish a website which provides interested parties with program information, necessary forms, links to relevant documents, providers, and training materials. The proposed site will also allow participating teams and organizations to log in to a more secure area of the site to solicit or coordinate the request for a team. TASV plans to contract with a local webmaster to create and maintain the site, and the organization will be responsible for the costs of establishment and upkeep.

At this time there are no additional facilities required for the successful implementation of this program, primarily because TASV serves more as the hub of the program than the actual service site. AAI activities undertaken through the TASV program will occur in a variety of locations throughout the state including local medical service providers, law enforcement headquarters, offices of local prosecutors and attorneys, advocacy organizations like the Children's Advocacy Center or sexual assault programs, as well as Circuit and District Courthouses throughout the Commonwealth. In situations in which TASV provides trainings, staff will, if necessary, locate appropriate spaces or travel to established locations (e.g. conferences, meetings of Bar Associations, law enforcement headquarters, etc...). As the program grows and changes additional space may be required, and TASV plans to revisit this annually during strategic planning meetings and adjust as necessary.

Anticipated Barriers

Although barriers may exist, TASV believes that the implementation of a statewide program will help address these issues. **At this time, TASV expects that the primary barriers will be: a concern about potential legal implications; resistance on the part of some staff/organizations; and confusion regarding the nature and usefulness of animal-assisted interventions.** TASV plans to be proactive regarding these issues, and will rely heavily upon the established materials, empirical research, and case law to address them.

Obviously TASV does not plan to force AAls upon victims, but hopes to make this a tool that can be available for victims should they desire. Available anecdotal evidence suggest that the presence of AAI actually improves the likelihood that charges will be filed, and that victims are willing to testify, thus TASV expects the program to gain additional support as it becomes more widespread, particularly as individuals within Kentucky begin to make personal contact and recognize the value. Likewise, the existing information and resources of organizations like the National District Attorney's Association will pre-empt concerns about potential legal challenges, and TASV plans to continue to follow legal precedents for this programming as they are formed. TASV will rely heavily upon existing materials and program plans from organizations like the American Humane Association, Delta Society, etc... and plans to be proactive as we address potential staff and organizational concerns. At this time checklists and materials already exist regarding this issue, particularly around the requirements from each participant, appropriate assessment, etc..., thus the organization plans to either adapt or use these in their entirety.

The fact that animal assisted interventions have a long history within therapeutic and medical care settings provides support for its expansion into this venue, and TASV is well versed on the established benefits, safety, and utility of this intervention. The body of research continues to grow, so staff will remain diligent about identifying new publications and evidence as well as remaining current through the use of trainings, webinars, and other sources of information. Since we know that all animal therapy evaluations are not created equal, we also plan to be selective about the certifications that we accept for the program, only taking teams from those that utilize the highest standards. TASV will recruit only established, certified, insured, and experienced animal therapy teams with the most thorough background checks, and in so doing believes that the program will benefit as will those victims that we serve. To the maximum extent possible, TASV also plans to raise awareness among the victim advocacy community allowing these organizations to select clients who they believe will benefit from the presence of the AAI team as they begin their involvement with the investigation and prosecution process. As a part of a movement that is currently expanding throughout the country, TASV plans to establish relationships with other providers in the U.S.A. so that we can learn from both their challenges and successes and begin to network as a community.

TIPS FOR WRITING PROJECT ACTIVITIES

- Project activities should be detailed and specific.
- Is this a new project?
- Explain how you are going to carry out your project. What are your planned activities?
- Include an organizational plan and explain how staff duties are organized. Who is doing what?
- Where are you doing it? Describe your facility.
- Include a timeline that shows when the activities will be carried out.
- Discuss briefly any barriers or problems that may exist. How will you overcome them?

BAD BUDGET NARRATIVE

TASV is requesting a total of \$77,500 in federal funding to cover the salary of the Executive Director and Volunteer Coordinator, both of whom will be hired when funding is received, as well as travel funding to aid in the program's delivery throughout the Commonwealth of Kentucky. Travel funds will be reimbursed at the current state rate, which was \$0.48/mile at the time of application. Based upon the current mileage reimbursement, the requested funds will cover approximately 10,088 miles of travel by program staff.

(calculation method left out)



Total personnel costs for the Executive Director and Volunteer Coordinator positions were calculated as follows:

Base rate of pay + Fringe Benefits of employee for use towards individual health insurance plan costs + employee retirement + FICA + Worker's Compensation + Annual Unemployment Insurance costs of All time and activity will be recorded using a dual signature time and effort system and any additional costs will be borne by the agency. (calculation methods left out)

Matching funds for the proposed programs will be generated by volunteer teams of the therapy animal and his/her handler that participate in the programming. Match funding has been calculated as follows:

$$4428.58 \text{ hours} \times \$17.50/\text{hour} = \$77,500$$

(explanation of volunteer rate omitted as well as mentioning 1st year 50/50 match)

The total annual cost of the TASV program is \$232,770.50. (doesn't add up to above)



GOOD BUDGET NARRATIVE

TASV is requesting a total of \$77,500 in federal funding to cover the salary of the Executive Director and Volunteer Coordinator, both of whom will be hired when funding is received, as well as travel funding to aid in the program's delivery throughout the Commonwealth of Kentucky. Travel funds will be reimbursed at the current state rate, **which was \$0.48/mile at the time of application**. Based upon the current mileage reimbursement, the requested funds will cover approximately 10,088 miles of travel by program staff (**\$0.48 x 10,087.5= \$4,842.00**).

Total personnel costs for the Executive Director and Volunteer Coordinator positions were calculated as follows:

Base rate of pay + Fringe Benefits of **\$600.00/employee** for use towards individual health insurance plan costs + employee retirement **calculated at 23.5% of base salary** + FICA **calculated at 7.65% of base salary** + Worker's Compensation **calculated at 3.1% of base salary** + Annual Unemployment Insurance costs of **\$258.00 and \$310.00 respectively**. All time and activity will be recorded using a dual signature time and effort system and any additional costs will be borne by the agency. **Expected base salaries for each position have been calculated using advertised full-time positions within the Commonwealth of Kentucky requiring similar education and job skills. TASV recognizes; however, that the pool of potential applicants is likely to be somewhat limited based upon the specialized knowledge, training, and skillset required by the program.**

Source of Match

- As a newly funded VOCA program, TASV will provide the required 50% of Match funding, totaling \$77,500, through in-kind participation of the Volunteer AAI teams. The teams will provide the bulk of the victim interactions as they navigate the legal justice process, this is the pivotal part of the program.
- Match funding has been calculated as follows:

4428.58 hours X \$17.50/hour= \$77,500 (round down .15 cents)

This figure was generated through a search of paid positions in which a staff person conducts animal therapy activities as a part of his/her daily job duties. Although TASV volunteers are not paid for their participation, the animal-assisted interventions would not be possible without them, thus this is a vital piece of the program as well as the most reasonable source of in-kind match funding.

Based upon these calculations, the total annual cost of the TASV program is \$155,000

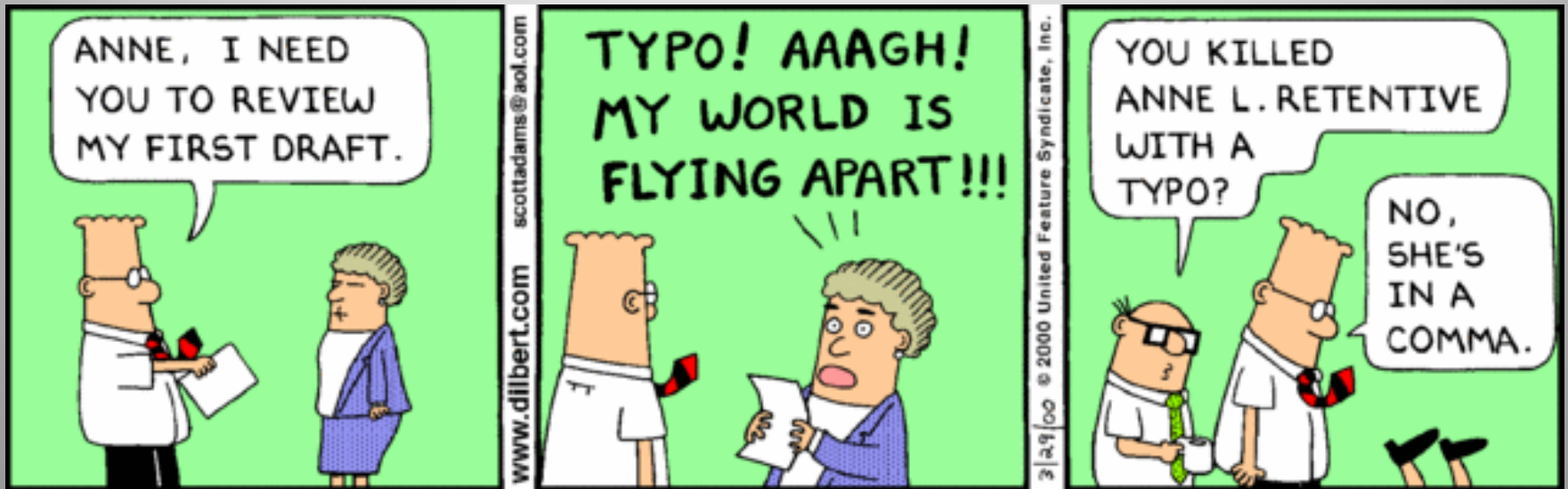
Summary of Calculations

- Requested Amount- \$77,500
- Use of requested funds-
 - Executive Director and Volunteer Coordinator salary = \$72,658
 - Travel reimbursement
 - State rate \$0.48/Mile * 10,088 estimated miles for the year= \$4,842.00
- Match Amount- Will come from value of volunteer hours
 - 4428.58 hours * \$17.50 (standard rate paid to those with similar job duties and experience) = \$77,500 (rounded down .15 cents)
 - Match % - \$77,500 / \$155,000 = 50%
- Total annual cost of TASV Grant program-
 - Federal Funds \$77,500 + Match \$77,500 = \$155,000

TIPS FOR BUDGETS

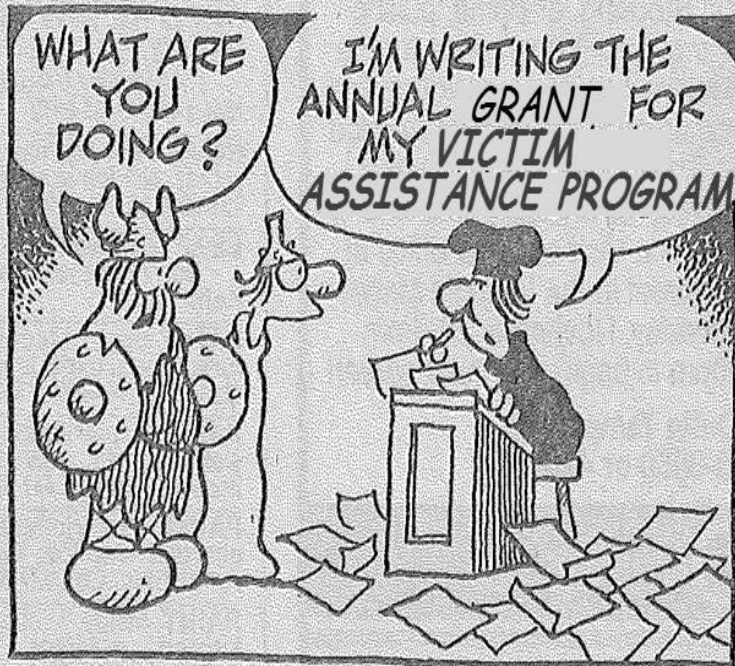
- Show your work- if there is a number you have calculated, show how you reached that solution.
- If you make a change to your budget page, go back and make the same change in your budget narrative.
- In your budget narrative, justify the numbers you have provided. This is where you explain in detail what you show on your budget summary.
- Don't be afraid to ask questions. Everyone may not be a math wiz, its okay.
- When in doubt, write it down. Any information that is relevant to your budget or budget narrative, include.

SPELLING, GRAMMAR AND PUNCTUATION ARE IMPORTANT

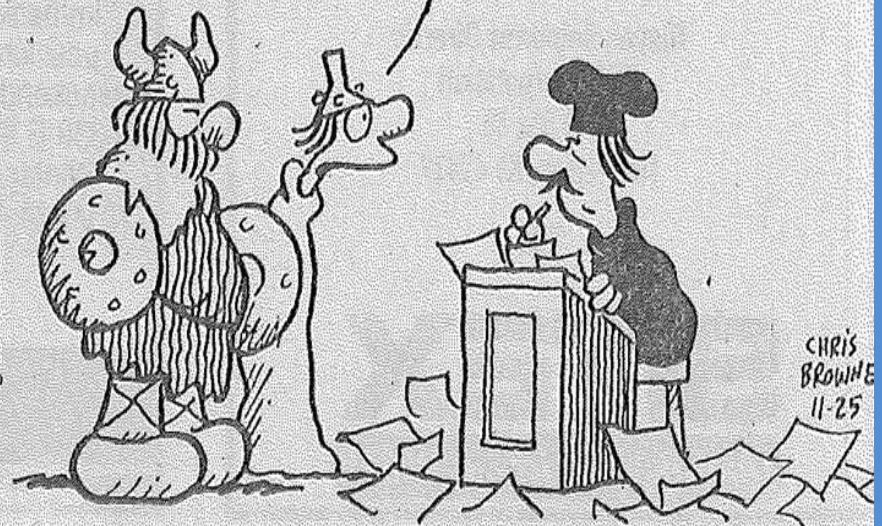


GRANT WRITING

HAGAR THE HORRIBLE



WOW! THAT'S A LOT OF WORK—HOW OFTEN DO YOU HAVE TO DO THAT?



THE END

